

## Why the Data are Reported

- ✓ Data is reported to fulfill Federal requirements of OMB 1850-0925 and authorized by the Annual Mandatory Collection of Elementary and Secondary Education Data Through *EDFacts*.
- ✓ As required by Federal regulation 34 CFR Part 76 (*EDFacts*), data is reported for each employee or contracted provider that provides Special Education Services.
- ✓ 511 IAC 7-46-4 Code requires program data to be collected by the US Secretary of Education.

## What the Data Impact

- ✓ Data reported in the Annual Mandatory Collection of Elementary and Secondary Education Data Through *EDFacts* (OMB 1850-0925)
- ✓ Federal reporting requirements of 34 CFR Part 76 (*EDFacts*) for each employee or contracted provider that provides Special Education Service

## Audience

This is a required collection for:

- ✓ Public school corporations (Traditional and Charter)
- ✓ IN School for the Deaf (**9610/C695**), IN School for the Blind (**9605/C460**), and Department of Corrections (**9100**)
- ✓ Special Education Interlocals

## Reporting Data Timeline

Begins	Count Date	Notes	Certification Cycle
July 1 each school year	October 1 each school year (or adjacent business day if October 1 falls on a weekend)	Submit & Verify Data by October 10, 2021	Certification (sign-off) October 11 - 15, 2021

**When a certification cycle closes and the data are considered final by the state, no corrections or additions are allowed.**

## The Other Personnel (Non-Certified Employee) consists of the following:

- Other Personnel (Non-certified Employees) not reported on the Certified Employee report.
- Other Personnel (Non-certified and Certified) serving Special Education students including employees submitted with a Staff Classification Descriptor (Certified Employee).

## Instructions:

- Report **ALL** Other Personnel (Non-Certified Employees, Non-Certified and Certified employees serving Special Education students) employed for the current school year as of October 1, 2020.
- Contracted Services - A corporation contracts for services (such as bus drivers, cafeteria workers, or traffic control) instead of hiring people, these employees should be reported.
- Staff funded by Federal programs - Other Personnel employees paid with federal funds should be reported.
- Report **actual counts as a whole (1)** head count and the **full-time equivalent (FTE)** of all employees working in each of the Other Personnel Categories by their Other Personnel Title.
- One employee works in the same corporation as a *certified* employee part-time and a *non-certified* employee (Other Personnel) part-time should be counted and reported as a whole (1) in the appropriate Other Personnel Category and Title with accurate FTE calculated, counted and reported.
- Other Personnel that could be reasonably classified in more than one category are to be counted as a **whole (1)** head count in each category while the FTE value should be reported accurately to each portion the employee serves in each category.
- Determining Full-time - It is the responsibility of each corporation to establish definitions/criteria for "full-time". This may vary between positions. For example, for secretarial staff, 40 hours a week could be full-time while for cafeteria staff, 30 hours a week could be considered full-time.
  - A full-time employee is considered to be 1.00 FTE
  - A part-time employee should be reported as a decimal less than 1.00 FTE (example: .5, .75, .25)

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**(NonCertified & Special Education Related Services Personnel)**

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- Other Personnel working in more than one category or title should be reported as a decimal less than 1.00 FTE for each category and title the employee is working; **NOT** equaling more than a total of 1.00 FTE.
- Categories or Titles without employee counts report 0 in the Other Personnel Count and Full Time Equivalency columns.
- Reporting Other Personnel Counts requires Full Time Equivalency Counts.
- Reporting Full Time Equivalency Counts requires Other Personnel Counts.
- Round all FTE values to two decimal places.

**Not Reported on NE:**

**Other Personnel Staff provided by other sources or programs**

Some school corporations have staff provided and paid by another organization such as a university. These staff members are not included in Other Personnel counts..

**Coaches or Staff Classifications (certified staff)** with income from coaching or any other extracurricular activity reported as supplemental salary on the Staff Educational Organization Employment Association (Certified Employee) are not included in Other Personnel counts. These staff are reported as certified employees only.

**Board Members**

Do not include any elected officials, even if they are paid.

**Where to Report**

Data Exchange Validation Portal

Login through LINK Portal <https://link.doe.in.gov> (select Data Exchange tile)

**Preparation for Other Personnel Data Reporting:**

Provide information for each Other Personnel Category and Title Descriptor that qualifies and is employed and paid by the reporting corporation (whether on the corporation payroll, paid through a school extracurricular account, contracted or subcontracted).

**Other Personnel Categories and Title Descriptors include:**

- Special education non-teaching employees or contracted providers that provide Special Education services. Report only the time spent providing services to Special Education Students.
- **Include Special Education Category Descriptor and Titles even if** data was also submitted with a Staff Classification Descriptor (Certified Employee).

**IMPORTANT!**

- **Interlocals must report their own Other Personnel staff.**
- **Other Personnel staff hired by a special education cooperative must be reported only by the LEA (Local Education Agency) of the cooperative including those staff who are contracted at a cooperative member's corporation.**

**WORKSHEET**

<u>OtherPersonnelCategory</u>	<u>OtherPersonnelTitle</u>	Count	FTEs
Cafeteria and Food Services	Cafeteria Manager (one per kitchen)		
Cafeteria and Food Services	Food Service Director (system-wide)		
Cafeteria and Food Services	All Other Food Service Employees*		
Computer Services	Computer Services		
Executive-Administrative-Accounting	Business Manager		
Executive-Administrative-Accounting	Buildings and Grounds Director		
Executive-Administrative-Accounting	Community Relations-Publicity Director		
Executive-Administrative-Accounting	Other Executive-Administrative-Accounting*		

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Health Services	Registered Nurses RN		
Health Services	Other Health Services*		
Instructional and Supplemental Pupil Services	Instructional Aides - Grade 1		
Instructional and Supplemental Pupil Services	Instructional Aides - Grade 2		
Instructional and Supplemental Pupil Services	Instructional Aides - Grade 3		
Instructional and Supplemental Pupil Services	Instructional Aides - Grade 4		
Instructional and Supplemental Pupil Services	Instructional Aides - Grade 5		
Instructional and Supplemental Pupil Services	Instructional Aides - Kindergarten		
Instructional and Supplemental Pupil Services	Kindergarten Aides - Other than Instructional		
Instructional and Supplemental Pupil Services	Prekindergarten or Head Start Aids		
Instructional and Supplemental Pupil Services	Interpreters		
Instructional and Supplemental Pupil Services	Library Aides		
Instructional and Supplemental Pupil Services	Title I Paraprofessionals		
Instructional and Supplemental Pupil Services	Other Instructional and Supplemental Services*		
Maintenance	Building Custodians		
Maintenance	Bus Drivers		
Maintenance	Other Maintenance*		
Office-Clerical-Secretarial	Office-Clerical-Secretarial		
Other*	Other Noncertified Personnel*		
Special Education Services	Audiologists		
Special Education Services	Counselors and Rehabilitation Counselors		
Special Education Services	Educational Interpreters		
Special Education Services	Medical / Nursing Service Staff		
Special Education Services	Occupational Therapists		
Special Education Services	Orientation and Mobility Specialists		
Special Education Services	Physical Education Specialists		
Special Education Services	Physical Therapists		
Special Education Services	Psychologists		
Special Education Services	Social Workers		
Special Education Services	Special Education Paraprofessionals (ages 3-5)		
Special Education Services	Special Education Paraprofessionals (ages 6-21)		
Special Education Services	Speech-Language Pathologists		

For positions not specifically addressed in the lists provided, please include them in the "Other" line for the *most reasonably appropriate* Other Personnel Title if there is one; otherwise include them in Other Personnel Category "Other" and Other Personnel Title of "Other Noncertified Personnel".

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**Other Personnel Category Inclusions but not limited to:**

**Instructional and Supplemental Pupil Services:**

After-School Aide or Bus Aide Any Librarian position At-Risk Aide Audio-Visual Clerk, Secretary or Specialist Coach Educational Interpreters	Instructional Materials Clerk Instructional Aides including Special Education Aides ROTC Administrator or Instructor School Crossing Guard Social Worker Therapist-Physical
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**Cafeteria and Food Services:**

Bookkeeper Cashier, Server or Food Service Assistant Clerk or Secretary Cook or Baker Dishwasher Driver	Food Service Director, Supervisor, Coordinator or Cafeteria Manager (over <b>all</b> kitchens) Nutritionist or Dietitian Satellite Hostess Supervisor, Manager, Head Cook or Line Leader (over <b>one</b> kitchen)
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**Health Services:**

Dentist or Dental Hygienist Dietician Psychometrist Physician	Psychiatrist Psychologist Registered Nurse (Not Licensed by DOE-Professional Standards)
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**Office-Clerical-Secretarial Services:**

Bookstore Manager Clerk, Receptionist, Administrative Asst. (all types) Executive Director Financial Bookkeeper	Office Messenger or Mail Courier Office Supervisor Payroll Supervisor
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**Executive-Administrative-Accounting:**

Assistant Bookkeeper Budget Manager and Accountant Buildings and Grounds Director Business or Financial Manager	Health Service Director Publicity and Communication Director Purchasing Director or Agent School Corporation Treasurer or Accountant
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**Maintenance-Custodial-Warehousing-Transportation:**

Bookbinder Bus Driver Carpentry or Construction Laborer (all areas) Day/Night Watch person or Security Guard Delivery or Truck Driver Electrician Engineer Firefighter Food Service Maintenance General Maintenance Grounds Keeper or Landscaper Head Custodian or Custodian Heat Burner and Control Service	Inventory, Receiving or Supply Clerk Laundry Worker Maintenance Supervisor or Assistant Supervisor Mechanic Offset Printer Piano Tuner or Instrument Repair Planning or Construction Supervisor Plumber Printer Property Control Officer School Press Supervisor or Operator Transportation Director, Supervisor or Clerk Warehouse or Supplier Supervisor
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**Computer Services:**

Data Entry Director or Supervisor	Computer Operator Programmer or Analyst
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### Before Certification (sign off):

- Verify accuracy of Other Personnel FTE data
  - Other Personnel FTE counts by each Category and Title Descriptor

### Data Elements

The following data elements are required to successfully complete Other Personnel reporting.

- Local Education Agency ID (Corporation ID)
- Other Personnel Category Descriptor ID
- Other Personnel Title Descriptor ID
- Other Personnel Count
- Full Time Equivalency

### Reporting Templates

Schools will need to utilize the following template to upload the required data via the Data Exchange Validation Portal:

- 014-StaffAssociation\_EducationOrganizationOtherPersonnel

Location and utilization of the template will be provided in the Other Personnel Training video(coming soon).

### TERMS

#### **Educational Interpreter**

Interpreting is the act of relaying information between two languages. When one is communicating directly to a student without the use of an interpreter, this rule regarding interpreters would not apply. An educational interpreter relays spoken English to the student using a signed language system.

The educational interpreter standards apply to any person working in Indiana as an interpreter pursuant to 511 IAC 18-1-2. 511 IAC 18-1-5

(b) This rule applies to a person who:

- (1) applies for state certification
- (2) works in a public or private school in grades preschool through secondary school in Indiana with a Deaf or hard of hearing student, and
- (3) is hired as an interpreter or transliterator

This includes any interpreter/transliterator who uses American Sign Language, or who uses any code or method of communication used by Deaf or hard of hearing students including but not limited to Cued Speech, Signed English, Signing Exact English, Seeing Essential English, Conceptually Accurate Signed English (CASE), or oral methods of communication

(c) This rule does not apply to certified teachers with endorsement to teach Deaf children unless the person is hired by a public or private school to work as an interpreter/transliterator.

### References

A support ticket can be submitted at the following <https://help.doe.in.gov/>

Indiana Administrative Code

#### **511 IAC 7-46-4 Data collection**

Authority: IC 20-19-2-8; IC 20-19-2-16

Affected: IC 20-19-2; IC 20-35

### Data Exchange Other Personnel Document Change History

Version	Change History
10.4.21	Update of Reporting Data Timeline
	<b>Start of 21-22 Collection</b>
08.5.20	Creation of Other Personnel (NonCertified & Special Education Related Services Personnel) reporting guidance via Data Exchange
	<b>Start of 20-21 Collection</b>